

WEST LOS ANGELES COLLEGE

Academic Affairs

Robert Sprague
Vice President of
Academic Affairs

OFFICE OF INSTRUCTION

Aracely Aguiar
Dean of Career and
Technical Education
Aracely Aguiar, Acting
Applied Technology
Carmen Dones
Allied Health
Charles Stapleton
Behavioral & Social
Sciences
Gerald Ludwig
Business
Anna Chiang
Computer Science and
Applications

Kathy Walton
Dean of Retention, &
Educational Services
Jane Witucki
Dance, Health, & Physical
Education
Judy Chow
Library

Walter Jones, Ed.D.
Dean of General
Education & Transfer
Studies
Charles Stapleton
Behavioral & Social
Sciences
Michael Arata
Humanities & Fine Arts
Fran Leonard
Language Arts
Matthew Robertson
Mathematics
Abraha Bahta
Science

Eric Ichon
Dean of Distance Learning
& Instructional
Technology

Rebecca Tillberg
Dean of Research &
Planning

Mark Pracher
Sponsored Programs &
Development

Mary-Jo Apigo
Dean of Teaching &
Learning

Barry Sloan
Associate Dean
Westside Extension
Contract Education

DEAN'S MEETING – Meeting AGENDA and Outstanding Items Wednesday, September 24, 2014

★ 9:30 – 10:00 a.m.: Group discussion on items below.
10:00 – 11:30 a.m.: Student Services join the meeting
11:30 – forward: Follow up meeting with secretaries

- A. Discussion with Student Services
1. Disciplinary process
 2. Enrollment management
 3. Exclusion and grade rosters
- B. Timelines/Tasks—prioritize, quality control, right person for job, meet deadlines, communicate.
- C. Weekly Status Reports:
1. **Scheduling:**
 - a. Summer/Fall 2015 – allocation model, revised time blocks grid
 - b. Fall 2014 – unstaffed classes and/or withdrawn instructors assigned
 - instructors with pay but zero students
 - over/under scheduled sections
 - pending ESCs
 - c. Need more Basic Skills offerings in English and Math?
 - d. Online with on-campus exams, room conflicts (use tutoring center?), poor scheduling, etc.
 - e. ESC changes are creating over-scheduled classes.
 2. **Non-credit FTES** – Kathy Walton
 3. **SLO's** – Mary-Jo Apigo
 4. **Evaluations** – Mary-Jo Apigo
 5. **Syllabus collection/review** – Mary-Jo Apigo
 6. **Curriculum** – Aracely Aguiar
 7. **Student Success** – Walter Jones
 8. **Enrollment Management** – Rebecca Tilberg
 9. **Work Blocks – Load/FTES Summaries Completed** – all Deans
 10. **Budget** – discuss prior to Budget Committee meeting.
- D. Periodic Status Reports:
1. Monthly meeting with Phyllis (enrollment mgmt), Shalamon, Michael, Celena – 4th Wednesday of each month?
 2. Synchronous Online
 3. Program Learning Outcomes Revisions.
 4. Post agendas on website – Judith
 5. Seniority/Priority lists on web – Summer 2014-some missing, Fall 2014-all missing
 6. Chancellor's Directive 162-Community Services Course SLOs-Barry, Cari, Mary-Jo
 7. Exclusion rosters.
 8. The 5th of the month report writing.

VISION – West: A gateway to success for every student.
MISSION – West Los Angeles College provides a transformative educational experience.
West fosters a diverse learning community dedicated to student success.



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E. Outstanding items:

1. Where do adjuncts hold office hours? When?
2. Work Blocks/Load Summaries – need written policy:
 - a. How are we handling over/under loads? How does balancing via adjunct asg's effect seniority lists?
 - b. How do we show SFP assignments?
 - c. Put instructions/training documents on website?
3. Train Chairpersons and instructors: create handbook, workshops, video tutorials, Olga's manual for adjuncts. Periodic meeting to review AFT contract. Consult with new Professional Development Coordinator Kimberly Manner. Make commitment in July. Can Mary-Jo arrange?
4. SIS conversion to PeopleSoft – waitlists will be set at either 10 or ½ of the current seat limit. Do we want to start using waitlists when we go live on the new system?
5. Website:
 - a. When will Kentico be up/running? When does Digital Curriculum storage end?
 - b. Redesign Academic Affairs site after Kentico is up.
 - c. Post forms, e.g. Work Block form and instructions, office hours forms, field trip, conference...
 - d. Update website to show Academic Affairs office hours 7:30 – 5:30.
 - e. Hyperlinks go to old data (e.g. Addendums link shows 2012 data) or don't work (e.g. New Faculty Orientation goes nowhere), etc.
 - f. Directory no longer shows office hours
6. Processes:
 - a. Signature process – Helen
 - b. Review process of how we send documents to LACCD, e.g. transcripts. Ask Hansel about the protocol and discuss with staff.
 - c. Support for new hires, evaluation committees, mentors, process
 - d. Census / Exclusion rosters – directions need clarification
 - e. Enrolling students in Black Scholars and other cohort programs.
7. Academic Affairs – future staffing – remodeling
8. Telephone tree – Nick to use current plan – needs revision?
9. Reorganization:
 - a. Need updated org. charts, e.g. one to define full organization (multiple pages), one for 1121s for new hire paperwork (single page)
 - b. Clean up – ask District Office to correct:
 - i. Division Names, e.g. Applied Technology, Dance, Health & P.E., Library Division, Learning Center Division
 - ii. Department (Div.) numbers, send specific disciplines to change, e.g. LRNSKIL, LRNSK, TRAVEL, HOSPT
 - iii. New/changed department codes for LRNSKIL, LRNSK, PERSDEV should be under Student services instead of Academic Affairs
 - iv. Course outline clean up, e.g. change department numbers